

2.1.4 (OP) Outsource Crewmember Training, Design Assessment, OP, Peer Group E - Part 135 (HAA), Revision: 6.0 on 07/13/2016

Unscoped DCT Report (Standard DCT)

MLF Label: 2.1.4 (OP) Outsource Crewmember Training (Released)

DCT Type: ED DCT

Specialty: Operations

Peer Group: E - Part 135 (HAA)

DCT Revision: 6.0 on 07/13/2016 (Released)

Summary Information

Purpose (Certificate Holder Responsibility): To use outsource training to meet requirements.

Objective (FAA Responsibility): Determine if the CH will be able to; (1) Comply with regulations; (2) Use outsource training to meets requirements.

Questions	Answers	References
2.1.4 (OP) Outsource Crewmember Training		
<p>1. Is the individual with responsibility clearly identifiable and required to have the knowledge and qualifications necessary to plan, organize, direct and control activities for this element?</p> <p>NOTE:</p> <p>Safety Attribute: Management Responsibility, Question Type: Output Validation, Scoping Attribute: (FAR PART = "121") OR (FAR PART = "135") OR (FAR PART = "145") , Rev. 5.0 07/12/2016, QID: 00010624, Response Details: EP & ED DCTs (Both OP and AW), Status: Released</p>	<p><input type="radio"/> Yes</p> <p><input type="radio"/> No</p> <p><input type="radio"/> Not Applicable</p>	
<p>2. Is the individual with authority clearly identifiable, and required to have the knowledge and qualifications necessary to direct, control, or change procedures, and make key decisions, such as safety risk acceptance, associated with this element?</p>	<p><input type="radio"/> Yes</p> <p><input type="radio"/> No</p> <p><input type="radio"/> Not Applicable</p>	

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<p>NOTE:</p> <p>Safety Attribute: Management Authority, Question Type: Output Validation, Scoping Attribute: (FAR PART = "121") OR (FAR PART = "135") OR (FAR PART = "145") , Rev. 5.0 07/12/2016, QID: 00010630, Response Details: EP & ED DCTs (Both OP and AW), Status: Released</p>		
<p>3. Are there process measurements that provide for the continuous monitoring and measuring of safety performance related to this element, to identify deficiencies or hazards?</p> <p>NOTE:</p> <p>Safety Attribute: Process Measurement, Question Type: Output Validation, Scoping Attribute: (FAR PART = "121") OR (FAR PART = "135") OR (FAR PART = "145") , Rev. 5.0 07/12/2016, QID: 00010622, Response Details: EP & ED DCTs (Both OP and AW), Status: Released</p>	<p><input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Not Applicable</p>	
<p>4. Do the procedures specify that the Operator must keep the date and result of each of the initial and recurrent competency test and proficiency and route check required by 14 CFR Part 135 and the type of aircraft flown during the test or check at its principal business office or at other FAA-approved places and must make them available for inspection by the FAA?</p> <p>NOTE:</p> <p>Safety Attribute: Procedures, Question Type: Output Validation, Scoping Attribute: (FAR PART = "135") AND (OPSPEC = "A031") , Rev. 2.0 02/20/2014, QID: 00001905, Response Details: EP & ED DCTs (Both OP and AW), Status: Released</p>	<p><input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Not Applicable</p>	<p>8900.1 Vol 3 Ch 31 Sec 3; 135.63(a)</p>
<p>5. Do the procedures specify that the Operator must keep the date of completion for the initial phase and each recurrent phase of training required by 14 CFR Part 135 at its principal business office or at other FAA-approved places and must make these dates available for inspection by the FAA?</p>	<p><input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Not Applicable</p>	<p>8900.1 Vol 3 Ch 31 Sec 3; 135.63(a)</p>

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<p>NOTE:</p> <p>Safety Attribute: Procedures, Question Type: Output Validation, Scoping Attribute: (FAR PART = "135") AND (OPSPEC = "A031") , Rev. 2.0 02/20/2014, QID: 00001906, Response Details: EP & ED DCTs (Both OP and AW), Status: Released</p>		
<p>6. Before permitting another Operator certificated under 14 CFR Part 119 and/or a training center certificated under Part 142 to conduct training testing, and checking, do the procedures specify that:</p> <p>#1 The operator contracting to receive the training has been issued OpSpec A031; and</p> <p>#2 The 14 CFR Part 119 Operator and/or Part 142 training center is listed in Table 1 of A031?</p> <p>NOTE:</p> <p>Safety Attribute: Procedures, Question Type: Output Validation, Scoping Attribute: (FAR PART = "135") AND (OPSPEC = "A031") , Rev. 3.0 07/10/2014, QID: 00001907, Response Details: EP & ED DCTs (Both OP and AW), Status: Released</p>	<p><input type="radio"/> Yes</p> <p><input type="radio"/> No</p> <p><input type="radio"/> Not Applicable</p>	<p>8900.1 Vol 3 Ch 18 Sec 3; A031; 135.324</p>
<p>7. Do the procedures specify that the Operator requires that the 14 CFR Part 142 Training Center:</p> <p>#1 Holds applicable training specifications issued under 14 CFR Part 142;</p> <p>#2 Have facilities, training equipment, and courseware meeting the applicable requirements of 14 CFR Part 142;</p> <p>#3 Have approved curricula, curriculum segments, and portions of curriculum segments applicable for use in training courses required by 14 CFR Part 135; and</p> <p>#4 Have sufficient instructor and check airmen qualified under the applicable requirements of 135.337 through 135.340 to provide training, testing, and checking for the Operator's employees?</p> <p>NOTE:</p>	<p><input type="radio"/> Yes</p> <p><input type="radio"/> No</p> <p><input type="radio"/> Not Applicable</p>	<p>8900.1 Vol 3 Ch 54 Sec 5; 135.324(b); 135.337; 135.338; 135.339; 135.340</p>

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<p>Safety Attribute: Procedures, Question Type: Output Validation, Scoping Attribute: (FAR PART = "135") AND (OPSPEC = "A031") , Rev. 3.0 06/23/2014, QID: 00001910, Response Details: EP & ED DCTs (Both OP and AW), Status: Released</p>		
<p>8. Do the procedures specify that the Operator must ensure that:</p> <p>#1 All arrangements made with each training organization listed in OpSpec A031 are performed according to the Operator's approved training program(s) and the CFR; and</p> <p>#2 Each of the training organizations listed in OpSpec A031 has competent personnel and an organizational structure to support the requested training and/or evaluations specified in the Operator's approved training program?</p> <p>NOTE:</p> <p>Safety Attribute: Procedures, Question Type: Output Validation, Scoping Attribute: (FAR PART = "135") AND (OPSPEC = "A031") , Rev. 2.0 06/23/2014, QID: 00001915, Response Details: EP & ED DCTs (Both OP and AW), Status: Released</p>	<p><input type="radio"/> Yes</p> <p><input type="radio"/> No</p> <p><input type="radio"/> Not Applicable</p>	<p>A031</p>
<p>9. Do the procedures specify the Operator must ensure that all instruction and evaluations conducted by each training organization listed in OpSpec A031 are performed in accordance with the Operator's FAR operating rules and as approved by the Operator's Principal Operations Inspector?</p> <p>NOTE:</p> <p>Safety Attribute: Procedures, Question Type: Output Validation, Scoping Attribute: (FAR PART = "135") AND (OPSPEC = "A031") , Rev. 1.0 09/20/2012, QID: 00001918, Response Details: EP & ED DCTs (Both OP and AW), Status: Released</p>	<p><input type="radio"/> Yes/No</p> <p><input type="radio"/> Not Applicable</p>	<p>A031</p>
<p>10. Do the procedures specify that the Operator must:</p> <p>#1 Have a program or method outlined in its training program that enables it to detect, identify, and implement timely corrective action for all deficiencies detected in the training provided by each training organization listed in OpSpec A031;</p> <p>#2 Ensure that each person engaged in the instruction and evaluation of its personnel</p>	<p><input type="radio"/> Yes</p> <p><input type="radio"/> No</p> <p><input type="radio"/> Not Applicable</p>	<p>A031</p>

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who are employed by each training organization listed in OpSpec A031 is trained, qualified, and authorized to conduct the appropriate training, testing, and checking according to the Operator's rules and the training program approved by his or her Principal Operations Inspector;

#3 Ensure that each OpSpec A031 training organization complies with the Operator's approved training program, the requirements of the OpSpec, and all CFRs;

#4 Ensure that its aircraft configuration(s) and the procedures approved by the Principal Operations Inspector are effectively supported by the training organization's equipment, instruction, and evaluations;

#5 Ensure differences between its equipment and the training organization's equipment are addressed by conducting appropriate differences training; and

#6 Conduct a standardization review of each training organization listed in OpSpec A031 and provide the results of that review to their Principal Operations Inspector prior to beginning contract training or checking operations?

NOTE: This OpSpec may be issued upon receipt by the Operator's Principle Operator Inspector of a satisfactory standardization review.

Safety Attribute: Procedures, Question Type: Output Validation, Scoping Attribute: (FAR PART = "135") AND (OPSPEC = "A031") , Rev. 2.0 06/23/2014, QID: 00001919, Response Details: EP & ED DCTs (Both OP and AW), Status: Released

11. Do the procedures specify the Operator must conduct initial and recurring audits of each training agreement and organization?

- Yes
- No
- Not Applicable

A031

NOTE: Each audit must include an evaluation of at least the items listed in OpSpec A031 subparagraphs b through h. The first audit is due within 60 days of the commencement of training or checking operations, and subsequent audits must be conducted by the Operator at least once every 24 calendar months. The date of the most recent audit must be recorded. Each audit with evaluation must be presented to the Operator's Principal Operations Inspector for review and acceptance not later than the last business day of the month following the due month for such audits.

Safety Attribute: Procedures, Question Type: Output Validation, Scoping Attribute: (FAR PART = "135") AND (OPSPEC = "A031") , Rev. 1.0 09/20/2012, QID: 00001926, Response

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Details: EP & ED DCTs (Both OP and AW), Status: Released		
<p>12. Do the procedures specify that the Operator must conduct an initial audit of each training organization listed in OpSpec A031 within 60 days of the commencement of training or checking operations and must provide those results to their Principal Operations Inspector for review and acceptance no later than the last business day of the month following the due month for that audit?</p> <p>NOTE: The audit must include an evaluation of the items listed in OpSpec A031 subparagraphs b through h.</p> <p>Safety Attribute: Procedures, Question Type: Output Validation, Scoping Attribute: (FAR PART = "135") AND (OPSPEC = "A031") , Rev. 1.0 09/20/2012, QID: 00001927, Response Details: EP & ED DCTs (Both OP and AW), Status: Released</p>	<p><input type="radio"/> Yes</p> <p><input type="radio"/> No</p> <p><input type="radio"/> Not Applicable</p>	A031
<p>13. Do the procedures specify that the Operator must conduct a recurring audit of each training organization listed in OpSpec A031 at least once every 24 calendar months and must provide those results to their Principal Operations Inspector for review and acceptance no later than the last business day of the month following the due month for that audit?</p> <p>NOTE: The audit must include an evaluation of the items listed in OpSpec A031 subparagraphs b through h.</p> <p>Safety Attribute: Procedures, Question Type: Output Validation, Scoping Attribute: (FAR PART = "135") AND (OPSPEC = "A031") , Rev. 1.0 09/20/2012, QID: 00001928, Response Details: EP & ED DCTs (Both OP and AW), Status: Released</p>	<p><input type="radio"/> Yes</p> <p><input type="radio"/> No</p> <p><input type="radio"/> Not Applicable</p>	A031
<p>14. Do the procedures specify that the Operator must permit and facilitate access to its aircraft and cockpits by employees of the training organization(s) listed in OpSpec A031 for the purpose of maintaining their line-performance and line-observation currency as contract instructors and/or contract check pilots?</p> <p>NOTE:</p>	<p><input type="radio"/> Yes</p> <p><input type="radio"/> No</p> <p><input type="radio"/> Not Applicable</p>	A031; 135.324

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<p>Safety Attribute: Procedures, Question Type: Output Validation, Scoping Attribute: (FAR PART = "135") AND (OPSPEC = "A031") , Rev. 1.0 09/20/2012, QID: 00001929, Response Details: EP & ED DCTs (Both OP and AW), Status: Released</p>		
<p>15. Do the procedures specify that the Operator must maintain records on all contracted events provided by the training organizations listed in OpSpec A031 to ensure that the Operator can comply with the PRIA reporting requirements of FAA Order 8000.88?</p> <p>NOTE:</p> <p>Safety Attribute: Procedures, Question Type: Output Validation, Scoping Attribute: (FAR PART = "135") AND (OPSPEC = "A031") , Rev. 1.0 09/20/2012, QID: 00001930, Response Details: EP & ED DCTs (Both OP and AW), Status: Released</p>	<p><input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Not Applicable</p>	<p>AC-120-68; FAA Order 8000.88</p>
<p>16. Do the procedures specify that the Operator must keep each of its employees and other persons used in its operations informed of the provisions of OpSpec A031 which apply to that employee's or person's duties and responsibilities?</p> <p>NOTE:</p> <p>Safety Attribute: Procedures, Question Type: Output Validation, Scoping Attribute: (FAR PART = "135") AND (OPSPEC = "A031") , Rev. 2.0 02/20/2014, QID: 00001931, Response Details: EP & ED DCTs (Both OP and AW), Status: Released</p>	<p><input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Not Applicable</p>	<p>A031; 119.43(c); 135.329(a)</p>
<p>17. Do the procedures specify the Operator must check the instructor's and the Training Center Evaluator's credentials to ensure he or she meets company requirements to become a contract check airman?</p> <p>NOTE:</p>	<p><input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Not Applicable</p>	<p>8900.1 Vol 3 Ch 54 Sec 5</p>

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<p>Safety Attribute: Procedures, Question Type: Output Validation, Scoping Attribute: (FAR PART = "135") AND (OPSPEC = "A031") , Rev. 1.0 09/20/2012, QID: 00001932, Response Details: EP & ED DCTs (Both OP and AW), Status: Released</p>		
<p>18. Do the procedures ensure that the Operator uses only outsourced flight and ground instructors who are trained and qualified per the Operator's approved program?</p> <p>NOTE:</p> <p>Safety Attribute: Procedures, Question Type: Output Validation, Scoping Attribute: (FAR PART = "135") AND (OPSPEC = "A031") , Rev. 1.0 09/20/2012, QID: 00001933, Response Details: EP & ED DCTs (Both OP and AW), Status: Released</p>	<p><input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Not Applicable</p>	<p>8900.1 Vol 3 Ch 54 Sec 5; 135.338; 135.340</p>
<p>19. Do the procedures ensure that the Operator uses only outsourced checking or training personnel that are trained per the Operator's approved program?</p> <p>NOTE:</p> <p>Safety Attribute: Procedures, Question Type: Output Validation, Scoping Attribute: (FAR PART = "135") AND (OPSPEC = "A031") , Rev. 1.0 09/20/2012, QID: 00001934, Response Details: EP & ED DCTs (Both OP and AW), Status: Released</p>	<p><input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Not Applicable</p>	<p>8900.1 Vol 3 Ch 54 Sec 5; 135.338; 135.340</p>
<p>20. Do the procedures require the Operator to develop and keep up to date a "Training Source Document" or similar statement detailing what training will be provided in-house and what will be conducted by the training center?</p> <p>NOTE: See the FAA's Air Transportation Division (AFS-200), Air Carrier Training and 142 Training Center Branch (AFS-210) Web site for a sample of such a document.</p> <p>Safety Attribute: Procedures, Question Type: Output Validation, Scoping Attribute: (FAR PART = "135") AND (OPSPEC = "A031") , Rev. 1.0 09/20/2012, QID: 00001935, Response Details: EP & ED DCTs (Both OP and AW), Status: Released</p>	<p><input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Not Applicable</p>	<p>8900.1 Vol 3 Ch 54 Sec 5</p>

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<p>21. Do the procedures require the Operator to have an instructor and check airman standardization program including a checklist, which clearly identifies those elements of the Operator's program that are to be completed by the training center and those that are to be completed by the Operator?</p> <p>NOTE: This checklist must specifically identify each training element that will be conducted by the center and include the regulatory and/or the training program reference for each item.</p> <p>Safety Attribute: Procedures, Question Type: Output Validation, Scoping Attribute: (FAR PART = "135") AND (OPSPEC = "A031") , Rev. 1.0 09/20/2012, QID: 00001936, Response Details: EP & ED DCTs (Both OP and AW), Status: Released</p>	<p><input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Not Applicable</p>	<p>8900.1 Vol 3 Ch 54 Sec 5</p>
<p>22. Do the procedures ensure the Operator provides oversight of all contract center personnel who are authorized to conduct training, testing, and/or checking on behalf of the Operator?</p> <p>NOTE:</p> <p>Safety Attribute: Procedures, Question Type: Output Validation, Scoping Attribute: (FAR PART = "135") AND (OPSPEC = "A031") , Rev. 1.0 09/20/2012, QID: 00001937, Response Details: EP & ED DCTs (Both OP and AW), Status: Released</p>	<p><input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Not Applicable</p>	<p>8900.1 Vol 3 Ch 54 Sec 5</p>
<p>23. Do the procedures ensure that approved training providers are provided at least one copy of the operating manual(s), including the revision service for such manuals, which cover the particular areas that the training provider has been approved to conduct?</p> <p>NOTE:</p> <p>Safety Attribute: Procedures, Question Type: Output Validation, Scoping Attribute: (FAR PART = "135") AND (OPSPEC = "A031") , Rev. 1.0 09/20/2012, QID: 00001938, Response Details: EP & ED DCTs (Both OP and AW), Status: Released</p>	<p><input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Not Applicable</p>	<p>8900.1 Vol 3 Ch 54 Sec 5</p>

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<p>24. Do the procedures require that the Operator must ensure the training provider maintains a "read file" specific to the Operator that is available to all contract instructors, contract check airmen, and the Operator's crewmembers?</p> <p>NOTE: This read file must contain information pertinent to their flight.</p> <p>Safety Attribute: Procedures, Question Type: Output Validation, Scoping Attribute: (FAR PART = "135") AND (OPSPEC = "A031"), Rev. 1.0 09/20/2012, QID: 00001939, Response Details: EP & ED DCTs (Both OP and AW), Status: Released</p>	<p><input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Not Applicable</p>	<p>8900.1 Vol 3 Ch 54 Sec 5</p>
<p>25. Do procedures exist in enough detail to meet the regulatory and guidance requirements for this element to produce the intended results?</p> <p>NOTE:</p> <p>Safety Attribute: Procedures, Question Type: Output Validation, Scoping Attribute: (FAR PART = "121") OR (FAR PART = "135") OR (FAR PART = "145"), Rev. 5.0 07/12/2016, QID: 00010595, Response Details: EP & ED DCTs (Both OP and AW), Status: Released</p>	<p><input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Not Applicable</p>	
<p>26. Do controls exist to ensure processes associated with this element achieve the intended results?</p> <p>NOTE: Controls associated with this element may include, but are not limited to, hardware, software, special procedures or procedural steps, checklists, or supervisory practices.</p> <p>Safety Attribute: Controls, Question Type: Output Validation, Scoping Attribute: (FAR PART = "145") OR (FAR PART = "121") OR (FAR PART = "135"), Rev. 4.0 07/12/2016, QID: 00010681, Response Details: EP & ED DCTs (Both OP and AW), Status: Released</p>	<p><input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Not Applicable</p>	

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27. Does the certificate holder have a method to evaluate the impact of changes on related processes (interfaces) for this element?

- Yes
 No
 Not Applicable

NOTE:

Safety Attribute: Interfaces, Question Type: Output Validation, Scoping Attribute: (FAR PART = "121") OR (FAR PART = "135") OR (FAR PART = "145") , Rev. 5.0 07/12/2016, QID: 00010623, Response Details: EP & ED DCTs (Both OP and AW), Status: Released

Response Details List EP & ED DCTs (Both OP and AW) (Released , 1.0)

1	Unclear procedure(s)
2	Conflicting procedure(s)
3	Used workaround(s)
4	Skipped process step(s)
5	Personnel failed to follow process (procedures, guidance, etc)
6	Procedures/guidance not available
7	Procedures/guidance not current
8	Inconsistent procedure(s)
9	Undocumented procedure(s)
10	Minor typographical error(s) (i.e. record entries)
11	Information missing
12	Communication failure(s)
13	Personnel failed to perform task
14	Process failed to meet desired outcome
15	Process oversight failure
16	Equipment/tools not available

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17	Equipment/tools not adequate
18	Equipment/tools not calibrated
19	Facilities not adequate
20	Other
Response Details List N/A Response Detail (Released , 1.0)	
1	Operator not authorized by OpSpecs
2	Equipment not equipped/authorized
3	Not applicable due to exemption, deviation, or exception
4	Not authorized by regulation
5	Not authorized by Order
6	Not authorized by Notice
7	Not authorized/recommended by Advisory Circular
8	Not authorized by Policy Letter, Legal Interpretation, or other guidance
9	Other